

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

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DEAN R. HAEN  
DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

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A regular meeting was held on **Monday April 17<sup>th</sup>, 2017**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:31 pm.

2) Roll Call:

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Doug Martin  
Bud Harris  
Dave Landwehr  
Ryan Holzem  
Norb Dantinne

Excused: Mike Van Lanen  
Bill Seleen

Also Present: Dean Haen, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Mark Walter, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR  
Troy Schneider, Twohig Law Offices  
Mike Gerrits, Country Aire Farms  
Tom Gerrits, Country Aire Farms

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Norb Dantinne and seconded by Doug Martin. Unanimously approved.

4) Approval/Modification – Meeting Minutes of February 20<sup>th</sup>, 2017 - *Request for Approval*

A motion to approve the February 20<sup>th</sup>, 2017 meeting minutes was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.

5) Announcements/Communication

Mr. Katers announced that the Earth Caretaker Award ceremony will be held on Thursday April 20 at UW – Green Bay. An award will be presented to alumni Meleesa Johnson with Marathon County, a long time recycling advocate.

6) Recycling Transfer Station Concrete Floor Replacement Bid – Update

In 2016, Mr. Doverspike requested an estimate from a local concrete company for budgetary purposes for the removal and replacement of 68 inches of concrete for the recycling tip floor. An estimate of \$86,000 was received. Brown County's stipulations in the bidding requirements were that the project would have to be completed in two phases over two holiday weekends; 4<sup>th</sup> of July weekend and Labor Day weekend to allow adequate time for the floor to cure. The lowest bid was \$212,000 and including bids up to \$295,000. Mr. Doverspike stated that all bids have been rejected and the bidding process will start over with new requirements. He believes the estimates will decrease \$50,000 - \$60,000 by doing the project over 5 consecutive days. This would mean idling the Recycling Transfer Station for one week.

Mr. Landwehr asked if the Waste Transfer Station can be utilized while the Recycling Transfer Station idles. Mr. Doverspike stated yes, that is one of the options that is being considered. Other alternatives are being considered and include, private transfer stations, back-end of the Recycling Transfer Station and other warehouse locations.

7) Modification of South Landfill Feasibility Determination Cost – Update

Mr. Haen stated that \$250,000 was budgeted for Foth to do a feasibility determination modification of the South Landfill. Phase 1 scope of services is \$54,000. Depending upon the outcome of the Foth work and meetings with DNR, additional phases may be necessary. Work started in March and will run through June. Mr. Katers asked if there will be updates each month. Mr. Haen stated that the Department can provide a draft submittal to the board, along with the final submittal when complete.

8) 2016 Financial Summary of Single Stream Recycling – Update

Mr. Haen stated that this financial summary was created to show the financial performance of various cost centers when factoring in the performance of the BOW Recycling Facility. Mr. Walter stated that only the line items that have a revenue or cost against them are shown. The purpose is to use the financial summary to show Stakeholders the net between expenses and revenues in recycling. A final check will be received by Brown County from the BOW that will cover the operating expenses.

Based on questions and comments from the Board, the report will be held for the next board meeting to allow time for a review by staff.

9) 2016 Financial Summary of Solid Waste Management – Update

Mr. Haen explained that the solid waste management financial summary was created for the same reason as the single stream recycling summary, to show the financial performance of various cost centers when factoring in the performance of the BOW landfill. Brown County will

receive a final payment from the BOW that will cover the operating expenses in solid waste cost centers.

Based on questions and comments from the Board, the report will be held for the next board meeting to allow time for a review by staff.

#### 10) Allocation of Operating Cash to Designated Funds – Request for Approval

County Board Policy states that 10% of the operating budget must be kept in operating cash. For Resource Recovery, 10% of the Department's budget is \$1.1 million.

The financial performance of both recycling and solid waste in 2016 has resulted in accumulation of \$4.6 million in operating cash. Mr. Haen stated that 2017 and 2018 capital investment will total over \$1 million and include the following; replacement of the concrete recycling tip floor, replacing a portion of the transfer station asphalt road, purchasing a front-end loader, purchasing a replacement pickup truck, purchasing a new UTV, replacing an HVAC unit, replacing a transfer station compactor at the Waste Transfer Station and adding several quick doors. Operating cash should have a \$2.5 million more than needed.

Mr. Haen suggested that \$500,000 be put towards the rate stabilization fund to bring the total up to \$1 million. The rate stabilization fund was created for municipalities to help mitigate a large increase in tipping fees over one or more years when the South Landfill opens. Stakeholders determined that \$1 million would be the right amount of money in this account.

Mr. Haen stated that there are several options for the remaining \$2 million. An additional amount can be placed in the rate stabilization fund, capital fund or remain in operating cash. Mr. Haen stated that he would like to see more than 10% remain in operating cash to avoid it from becoming too low again.

Mr. Landwehr asked if a portion would go back to the General Fund. Mr. Haen answered that Department user fees remain in our enterprise system for the benefit of current and future users. Mr. Dantine agreed. Mr. Haen added that once operation at the South Landfill begins there will be major expenses and the Department can use the funds to offset bonding needs and reduce the need to raise user fees.

**A motion to increase the Rate Stabilization fund to \$1 million, maintain operating cash at \$1.2 million and put the balance of funds into the capital replacement fund was made by John Katers and seconded by Bud Harris. Unanimously approved.**

#### 11) Director's Report

The Hazardous Material Recovery Program sent out the hazardous waste contract RFP. A scoring team is made up of representatives from the Oneida Tribe, UW – Green Bay, Purchasing and Chris Blan. Scoring and an award will be completed in May. The new contract rates will be ready for preparation of the 2018 budget in June. The two vendors are Veolia and Tradebe.

The Department received the Industrial Achievement Award for Brown County Solid Waste – East Landfill by the Green Bay Metropolitan Sewerage District.

Mr. Haen and Mr. Doverspike will meet with NEW Water on April 19<sup>th</sup> to discuss details on routing leachate from the South Landfill to the Green Bay plant.

12) Such other Matters as Authorized by Law

No other matters.

13) Closed Session

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

**A motion to go into closed session was made by John Katers and seconded by Norb Dantine. Unanimously approved.** A roll call vote followed with the following Board members voting "aye": John Katers, Mark Vanden Busch, Dave Landwehr, Ryan Holzem, Bud Harris, Doug Martin and Norb Dantine voting. There were no "nay" votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to consideration of Property Transaction in Town of Holland.

**A motion to return to open session was made by Norb Dantine and seconded by John Katers. Unanimously approved.** A roll call followed with the following Board members voting "aye": John Katers, Mark Vanden Busch, Dave Landwehr, Ryan Holzem, Bud Harris, Doug Martin and Norb Dantine voting. There were no "nay" votes; the motion was passed.

No action taken.

14) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by John Katers. Unanimously approved.** Meeting adjourned at 3:54 pm.